

**CITY OF LODI
INFORMAL INFORMATIONAL MEETING
"SHIRTSLEEVE" SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, FEBRUARY 19, 2002**

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, February 19, 2002 commencing at 7:02 a.m.

A. ROLL CALL

Present: Council Members – Howard, Land, Nakanishi, and Mayor Pennino

Absent: Council Members – Hitchcock

Also Present: City Manager Flynn, City Attorney Hays, and City Clerk Blackston

B. CITY COUNCIL CALENDAR UPDATE

City Clerk Blackston reviewed the weekly calendar (filed).

C. TOPIC(S)

C-1 "Temporary Civic Center Office Space Needs"

Public Works Director Prima reported that construction on the new police building is anticipated to begin in approximately ten weeks. Fire administration staff will need 2,500 square feet of space for a three- to four-year period. Mr. Prima explained that construction of the new police building will take 18 to 24 months and remodeling of the old public safety building will take an additional 12 to 18 months.

The City's lease on the Finance Department annex building ends August 2002. The lease of the 6,500 square foot building also includes an 18-stall parking lot on Oak Street. Should the lease be renewed, upgrades to the air conditioning system will be necessary. It has been proposed to move the data processing section of Finance, Information Systems (IS) staff, the Fleet & Facilities Manager, and Construction Manager to the building adjacent to the Finance Department.

Mr. Prima reviewed the following options for space needs:

- Carnegie Forum basement – 3,000 square feet
- Area for trailers behind Carnegie Forum – 6,000 square feet; estimated cost to lease trailers for three and a half years is \$285,000
- Elm street frontage (between building and sidewalk) – 3,000 square feet; or space further east in front of the parking lot (if four mature trees are removed); estimated cost to lease trailers for this area over three and a half years is \$126,000
- Behind the Fire Department apparatus bay – 4,000 square feet; however, this would require backing up fire equipment
- Sacramento Street Parking Structure – 2,200 square feet; \$100,000 of tenant improvements would be necessary
- Office space on Ham Lane near the Municipal Service Center

City Manager Flynn explained that the Finance Department would need to be relocated if the lease cannot be renewed at favorable terms.

In answer to Council Member Nakanishi, Mr. Prima estimated that the City has approximately 14,000 square feet of commercial space available for lease.

Council Member Nakanishi recommended that the City lease 11,000 square feet of commercial space, rather than leasing trailers.

Mayor Pennino was opposed to moving the Finance Department to the space at the parking structure, as he felt that it would be inconvenient to customers. He suggested that the front counters at City Hall be used for pay stations.

Council Member Land rejected the option of utilizing the Elm Street area in front of the parking lot due to the need to remove trees. He agreed that the Finance Department should remain as close as possible to its current location. He asked whether staff had considered other areas for Fire Department administration, such as the Maple Square property.

Dennis Callahan, Fleet & Facilities Manager, reported that the Maple Square building is approximately 1,500 square feet and was deemed insufficient in size for Fire administration needs.

Council Member Howard supported the option of relocating Fire administration to the space at the parking structure. It meets the required space needs, is close to Fire Station #1, and accommodates engine and staff parking. She noted that it would also have the added benefit of providing a safety presence in the downtown area. She asked whether the Ham Lane office space would be adequate for IS staff.

Mr. Prima replied that remote connections would need to be set up at the Ham Lane office. If IS were moved to the building adjacent to the Finance Department, conduit would need to be placed from the Civic Center into that building. He estimated that this could be accomplished by August. Roof repair is needed at both the current Finance Department location and the building adjacent to it.

Council Member Howard expressed support for moving IS to the building adjacent to the Finance Department; or if Finance must be relocated, perhaps IS could share space in a trailer located behind Carnegie Forum. Ms. Howard was opposed to using the Elm Street frontage area for safety reasons.

Council Member Nakanishi questioned the necessity of having the Finance Department in close proximity to City Hall and pointed out that the space at the parking structure would be convenient for customers due to the ease in finding parking space.

Council Member Land recommended that staff move forward on negotiations for renewing the lease of the current Finance Department building.

Mayor Pennino requested that staff create a time schedule of construction and associated space needs.

D. COMMENTS BY THE PUBLIC ON NON-AGENDA ITEMS

None.

E. ADJOURNMENT

No action was taken by the City Council. The meeting was adjourned at 7:40 a.m.

ATTEST:

Susan J. Blackston
City Clerk

Mayor's & Council Member's Weekly Calendar

WEEK OF FEBRUARY 19, 2002

Tuesday, February 19, 2002	
7:00 a.m.	Shirtsleeve Session 1. Temporary Civic Center Office Space Needs
12:00 p.m.	American Cancer Society's Relay for Life Kickoff Rally Outback Steakhouse, 1243 West March Lane, Stockton
2:00 p.m.	Swearing In Ceremony for 3 new Lodi Police Officers Carnegie Forum - reception to follow

Wednesday, February 20, 2002	
7:00 p.m.	City Council Meeting 4 Closed Session items (Note: 5:30 p.m.) 9 Presentations 13 Consent Calendar items 11 Regular Calendar items

Thursday, February 21, 2002	
7:30 a.m.	Pennino and Land. American Red Cross Benefit Breakfast Woodbridge Golf & Country Club
11:00 a.m.	Starbucks Coffee - Grand Opening and Ribbon Cutting 2431 West Kettleman Lane
6:00 p.m.	Hitchcock. LCC Quarterly Dinner Meeting - Merced Tour of new Youth Center - 7:00 p.m. dinner meeting

Friday, February 22, 2002	
9:30 a.m.	Pennino and Howard. Meeting with Congressman Pombo Lodi Conference and Visitors Bureau, 2545 W. Turner Road
Saturday, February 23, 2002	
6:30 p.m.	Boys & Girls Club Auction Dinner (General Mills) Carnegie Forum

Sunday, February 24, 2002	
Monday, February 25, 2002	
6:00 p.m.	Pennino and Land. Sister City Committee Installation Dinner Cottage Room at Hutchins Street Square

Disclaimer: This calendar contains only information that was provided to the City Clerk's office

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Temporary Civic Center Office Space Needs Shirtsleeve Session Feb. 19, 2002

◆ Departments

- Police Administration – 217 N. Elm St.
 - Needs to move for Police Bldg. Construction
 - Needs approx. 2,500 SF
 - Needs staff & public parking, plus room for occasional fire engine
 - Three to four years duration

- Finance – 212 W. Pine St. (City Hall Annex)
 - Lease ends August 2002, includes 18 stall parking lot on Oak
 - Needs approx. 6,500 SF (w/o data processing)
 - Needs staff & public parking
 - Three to four years duration

- Information Systems Division – 210 W. Pine St. (includes offices for Fleet & Facilities Mgr & Construction Project Mgr.)
 - New lease, but building is not ready yet, portion in Finance offices data cabling runs through Annex
 - Needs approx. 1,900 SF
 - Needs staff parking
 - Three to four years duration or less if they go to Carnegie Forum basement

◆ Spaces Available

➤ Carnegie Forum Basement

- Not available until Police Bldg. is finished (2 years)
- Approx. 3,000 SF available
- Has parking on Elm St.
- Minor interior reconfiguration would be needed depending on use

➤ “Trailer City” – space between Forum & Court 1

- Approx. 6,300 SF available
- Bathrooms? (during City Hall remodel, staff used Carnegie Forum basement)
- Staff & public parking would need to share existing
- Available now
- Approx. cost: \$285,000 for 3½ years

➤ Other Trailer Sites within Civic Center

- Elm St. Frontage – 2 sites
 - Fronting Public Safety approx. 2,900 SF available
 - Access disruption during Police Bldg. Const.
 - Fronting parking lot @ Church/Elm approx. 3,000 SF available
 - Loss of trees
- Approx. cost: \$126,000
- Other site on-site
 - Behind Fire Apparatus Bay
 - Approx. 3,600 SF
 - Means backing fire equipment
 - Approx. cost \$158,000
 - Within parking lots not considered due to loss of parking
- Bathroom issue
- Staff & public parking would need to share existing

➤ Pine Street Frontage in Parking Structure

- Approx. 2,200 SF available
- Bathrooms available
- Parking available
- Available in time
- Approx. cost: \$100,000 tenant improvement

➤ Other Sites in City

- Leased office space
 - Generally not in downtown
 - Approx. cost \$180,000 and up for 3,600 SF